# Core Documents

## 1. Discipline-Internally Powered Efficacy (Productiveness)

**Rule 1- Check Disciplines Once A Year During My Birthday, and Review How I am Doing and What next Disciplines I need To Do It For Next Year.**

**Rule 2-Define your non-negotiable: Identify a few daily activities that requires Discipline that are crucial for your well-being and make a commitment to do them every day.**

**Rule 3-Take few things and think how can I make progress everyday. If its too hard find something easier.**

**Rule 4-Set up organizational systems: Choose tools that will help you stay organised, such as a planner, calendar. Consistently use these tools to manage your time and tasks.**

**Rule 5-Create a routine: Establish a daily routine that incorporates your non-negotiable and gives structure to your day.**

**Rule 6-Get Metric And track if Done This discipline.Sometimes track the execution of these disciplines with metrics Such as Exercise or How many hours of Deep Word I have done today.. Sometimes I take a break from this tracking.**

## 2. Values- External Powered.

In this Part of the Document I will Write My Roles and the Values by which I try to live each of them on Daily Basis.

**Rule 1-Identify and Write Down List Of Roles and The Values You Associate With them and by which I Try To Live on Daily Basis. Take some time to think deeply about what values are most important to you.**

**Rule 2-Write My Roles and The Values By which I Try To Live Each Of Them On Daily Basis:**

I. **Step 1- Identify Specific Actions, Specific Habits or Behaviour, that go with Actually living out your values.**

II. **Step 2- Write First Person Narrative, What or How I want to be or act in that role that narrative implicitly captures my value. This way of Writing Makes The Value Concrete. Example:**

   A. ***Roles:*** **"I want to be the kind of Husband, Parent and friend who …*A values-based behavior related to the role*: "…who listens when the people I love want to have a conversation with me."**

   B. **C*oncrete values-based action*, "When people I love want time with me, and I am just fiddling on the computer or my phone, I lock or shut down the tech toys and walk away, so I can be truly present with them." (If I am working intensely on something, I might ask that we talk a little later.)**

   C. **The key is that I've expressed my value as an action, a measurable behaviour: I either turn away from scrolling through my phone and turn toward my family member — I live out that values-based action — or I do not.**

III. **Step 3-Example of Writing**

1. **Value:**
    A. **Example of Writing**
    B. **A Value Based Behaviour To The Role**
    C. **Concrete Value Based Action**

**Rule 3-Create a personal code: Write down your values and create a personal code that you will live by.**

I. **Step 1- Use the Words "Always" and "Never" to Help You Write Down a Personal Code of Conduct. Example**

    A. ***I don't commit verbal violence toward anyone, including myself."***

**Rule 4-Review The Core Values on Daily, Weekly and Quarterly Basis.**

**Rule 5-Ask Yourself Am I following The Value Document. Are They Align with My Quarterly, Weekly, Daily Plan?**

**Rule 6- Add New Values and Personal Conduct in Value Document.**

I. **Personal Code Of Conduct**

    A. **Personal Life**

        - **Behavior**
        - **Moral and Ethics.**

    B. **Professional Life.**

        - **Behavior**
        - **Moral and Ethics.**